

<u>AR 25-1</u> <u>AE 25-1, Supp 1</u>	<u>Equipment</u>	<u>Buyer</u>	<u>Authorization/Waiver</u>	<u>Vendor</u>
<u>Under \$2,500</u>	Hardware	GPC cardholder	IMAR- G6	Army Small Computer Business (https://ascp.monmouth.army.mil)
	Software	IMO/IASO	IMAR- G6	ELA (https://ascp.monmouth.army.mil)
<u>Above \$2,500</u>	Hardware	IMO/IASO	IMAR- G6	SCIA (https://www.iis.5sigcmd.army.mil/scia/)
	Software	IMO/IASO	IMAR- G6	Army Small Computer Business (https://ascp.monmouth.army.mil)

USAREUR G6 : Mr. Tim Smith, 370-65-42



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAIM-A-P

23 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enterprise License Agreement – Microsoft (ELA-MS) Policy for the Army in Europe

This memorandum expires in 1 year.

1. References (available from the POCs in para 5):
 - a. Message, HQDA, DAMO-AOC-CAT, 192343Z June 2003, subject: Moratorium on Microsoft Products and Products Support Services.
 - b. Implementation Plan, NETCOM/9th ASC, 1 September 2003, subject: Microsoft-Enterprise Software Initiative (ESI).
2. The policy in this memorandum applies to USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and United States Army Installation Management Agency, Europe Region Office (IMA-Europe), organizations.
3. The Enterprise License Agreement – Microsoft (ELA-MS) is a 6-year contract established to reduce the cost of Microsoft software to the Army and to support Army Knowledge Management (AKM) goals by standardizing the desktop configuration, deploying Active Directory (AD) technology, and managing the Army's information technology (IT) infrastructure. The contract went into effect 1 October 2003.
 - a. The contract includes the following three categories of software:
 - (1) Category 1 is the operating system and an office suite for workstations. DA will centrally fund requests for category 1 software.
 - (2) Category 2 is special business applications. Units must pay for most category 2 software. Category 2 products may require a USAREUR Certificate to Operate (CTO) before they can be installed.
 - (3) Category 3 is Microsoft server products. Units must pay for most category 3 software. Category 3 products may require a USAREUR CTO before they can be installed.
 - b. A complete product list and funding requirements for categories 2 and 3 can be seen at http://pmscp.monmouth.army.mil/contracts/aei-esc_ms/aei_esc_ms.asp.

This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.

AEA-IM-A-P

SUBJECT: Enterprise License Agreement – Microsoft (ELA-MS) Policy for the Army in Europe

4. USAREUR and IMA-Europe units and organizations will—


- a. Use the procedures in the enclosure to request software.
- b. Fulfill the terms of any existing enterprise contracts with Microsoft (for example, Microsoft Select contracts) before ordering software through the ELA-MS.
- c. Maintain accountability of software received through the ELA-MS. Commanders must ensure distribution does not exceed the quantities authorized on the license certificate.
- d. Allow only information management officers (IMOs) who have valid appointment orders on file at the USAREUR G6 to request software through the ordering website (encl, para 5b).
- e. Order new or replacement server hardware without software. Workstations may be ordered with only the operating system software installed.
- f. Use only the ELA-MS to order Microsoft software products. These orders will be placed only through the website designated in the enclosure.

5. POCs are—

- a. Implementation: Mr. Smith, DSN 370-6542 or e-mail: smithtim@hq.hqusareur.army.mil.
 - b. Policy: Mr. LaChance, DSN 370-7395 or e-mail: lachanced@hq.hqusareur.army.mil.
6. This policy will be published in AE Supplement 1 to AR 25-1 before this memorandum expires.

FOR THE COMMANDER:

Encl



MICHAEL L. DODSON
Lieutenant General, USA
Deputy Commanding General/
Chief of Staff

DISTRIBUTION:
C (AEPUBS)

ENTERPRISE LICENSE AGREEMENT – MICROSOFT (ELA-MS) POLICY

1. PURPOSE

This enclosure establishes policy for acquiring Microsoft Corporation software for the Army in Europe using the Enterprise License Agreement – Microsoft (ELA-MS) contract. 5th Signal Command has been designated as the United States Army Network Enterprise Technology Command (NETCOM) single authority to operate and manage the enterprise infostructure in the European theater.

2. APPLICABILITY

This policy applies to all units in the Army in Europe. This includes HQ USAREUR/7A staff offices, USAREUR major subordinate and tenant commands (AE Reg 10-5, app A), and United States Army Installation Management Agency, Europe Region Office (IMA-Europe), elements. It does not apply to joint DOD organizations.

3. PROPONENT

The proponent of this policy is the USAREUR G6 (AEAIM-A-P).

4. REFERENCES

- a. AR 25-1, 31 May 2002, and AE Supplement 1, 29 January 2003, Army Information Management, 31 May 2002.
- b. AR 25-400-2, The Army Records Information Management System (ARIMS), 18 March 2003.
- c. HQDA CIO/G6, The Army Knowledge Management Implementation Plan, 1 July 2003.

5. GENERAL GUIDANCE

a. The process to request and receive Microsoft products in the European theater will be a coordinated effort involving NETCOM, the Army Small Computer Program (ASCP), the USAREUR G6, 5th Signal Command, and USAREUR and IMA-Europe units and organizations.

b. Beginning 1 October 2003, all units will request category 1, 2, and 3 software directly from the ASCP “e-mart” website (<https://ascp.monmouth.army.mil>). The Regional Chief Information Officer - Europe (RCIO-E) is the approval authority for category 1 and 2 requests, and NETCOM is the approval authority for category 3 requests. The requesting unit will receive a license certificate from Softmart Corporation for each approved request. The unit may then coordinate software distribution with the supporting network service center (NSC).

6. PROCEDURES

a. IMA-Europe organizations, tenant units, and USAREUR units at battalion, separate company, and higher levels must provide information management officer (IMO) appointment orders to the USAREUR G6 (AEAIM-A-S). Only IMOs will be authorized to request software for their units.

b. Unit IMOs will—

(1) Consolidate requirements and submit orders for required software on the ASCP website (para 5b). Units will not ask any other contracting activity to purchase Microsoft category 1, 2, or 3 software during the contract period. An electronic copy of the completed military interdepartmental purchase request (MIPR) must accompany requests for category 2 and 3 software that is not centrally funded.

(2) Receive a license certificate from Softmart Corporation for each approved software request. Commanders will ensure license certificates are maintained in unit records according to AR 25-400-2. These records may be inspected to ensure the quantity of software installed on unit equipment does not exceed the quantity authorized on the license certificate. Exceeding the authorized quantity or making unauthorized copies for personal use can result in Uniform Code of Military Justice action or action under Federal copyright laws.

(3) Submit a workorder using Web Based Services (WBS) as the primary request method. Where WBS is not available or practical, requests may be delivered in person, by e-mail, or verbally to the NSC. The IMO must present the NSC with duty appointment orders, Softmart license certificate, and enough blank CDs to exchange for the approved software.

(4) Ensure all CDs are properly identified according to AR 25-400-2. Copied software is the property of the U.S. Government. Commanders are responsible for maintaining accountability of the software and media (CDs) from the time they are created until they are destroyed.

(5) Install the software on the equipment for which it was requested and authorized.

(6) Destroy CDs containing outdated versions of software and record the destruction in writing before receiving an updated version from the NSC. The IMO must also present this document with the others listed above when upgrading software.

(7) Turn in excess or unused licenses using the ASCP e-mart website.

c. The 2d and 7th Signal Brigades will ensure their NSCs—

(1) Receive “Golden Master” CD sets.

(2) Receive a “starter package” of category 1 CD sets that are ready for issue. Each NSC will be responsible for maintaining enough CDs for issuing software once the starter package is exhausted.

(3) Validate requests for software by examining IMO appointment orders, license certificates, and documentation of obsolete software destruction (if applicable).

(4) Maintain a log of software issued.

(5) Document in a memorandum for record the destruction of outdated “Golden Master” CD sets and software copied for issue.

d. The USAREUR G6 (AEAIM-A) will—

(1) Use the e-mart website to approve requests for category 1 and category 2 software, when appropriate.

(2) Validate and forward category 3 requests to NETCOM.

(3) Maintain a list of IMOs authorized to request software.

(4) Be the only USAREUR POC for the ELA-MS.

(5) Ensure “Golden Master” CD sets are delivered to the RCIO-E, 2d Signal Brigade, 7th Signal Brigade, and 509th Signal Battalion for further distribution.

(6) Coordinate the production of starter packages of category 1 software.

7. EXCEPTIONS

Only the USAREUR G6 may approve exceptions to this policy.



DEPARTMENT OF THE ARMY

WASHINGTON, D.C. 20310

04 FEB 2004

SAIS-IOM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Policy for use of the Army's Microsoft (MS) Enterprise License Agreement (ELA)

The purpose of this memorandum is to establish the Army MS ELA software inventory as the single source for Army organizations to purchase or obtain MS products. This ensures the Army will not pay twice for MS software.

This memorandum establishes Army policy and procedures for using the MS ELA to acquire MS software for new desktops, laptops, and servers. For previously fielded hardware systems see the Army Business Initiative Council Initiative #IT-A-03-21, dated March 2003, subject: Primary Source for Commercial Information Technology (IT) Procurement within the Army for procedures regarding maintenance updates.

This policy is effective immediately and applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

The Army purchased an enterprise license for MS operating systems, applications, and server software. This initiative has allowed the Army to take advantage of economies of scale in the acquisition of a principle component of its infrastructure. The Army Small Computer Program (ASCP) is the Army's exclusive source for all MS software through the ELA. The enclosure describes how ASCP will distribute this software.

It is Army policy that all Army organizations and designated Information Technology industry procurement sources use the established Army ELA as the source for MS software.

Effective immediately all new desktops, laptops, and servers requiring MS software will be installed and delivered from the hardware vendors using the Army inventory of MS ELA products. The hardware vendor may only sell a laptop or desktop with a minimal level operating system (see the ASCP website: <https://ascp.monmouth.army.mil> for a list of authorized Operating Systems (OS) versions). Operating systems for servers, upgrade of OS for desktop and laptops, and MS software applications will be provided to the hardware vendor by

Softmart, the Army MS contract holder, or the organization ordering the IT systems.

The Army organizations are prohibited from procuring MS software products from hardware vendors. The Army organizations must ensure hardware vendors install the MS ELA software provided by the Army. The ASCP's current hardware vendors are aware of this process. Any Army organization using non-ASCP hardware vendors who may be unfamiliar with this process should contact ASCP for vendor information.

Unless superseded, policies contained in this memorandum will expire two years from the date of this memorandum or upon their incorporation in the next version of Army Regulation 25-1 (Army Information Management). The ASCP point of contact for this action is Ms. Olga Lawrence at commercial (732) 427-6791, DSN, or e-mail: Olga.Lawrence@mail1.monmouth.army.mil. For questions referencing this memorandum, contact Ms. Amy Harding at commercial (703) 602-3286, DSN 332-3286 or e-mail: Amy.Harding@hqda.army.mil.



Steven W. Boutelle
Lieutenant General, GS
Chief Information Officer/G-6



Claude M. Bolton, Jr.
Army Acquisition Executive

Enclosure

DISTRIBUTION:

Under Secretary of the Army
Vice Chief of Staff, Army
Assistant Secretary of the Army (Civil Works), (SACW)
Assistant Secretary of the Army (Financial Management and Comptroller),
(SAFM)
Assistant Secretary of the Army (Installations and Environment), (SAAIE)
Assistant Secretary of the Army (Manpower and Reserve Affairs), (SAMR)
General Counsel, (SAGC)
Administrative Assistant to the Secretary of the Army, (SAAA)
The Inspector General, (SAIG-ZA)
The Auditor General, (SAAG-ZA)
Deputy Under Secretary of the Army, (SAUS)
(CONT)

DISTRIBUTION: (CONT)

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Deputy Chief of Staff, G-3, (DAMO-ZA)
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Assistant Chief of Staff for Installation Management, (DAIM-ZA)
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Chief, Army Reserve, (DAAR-ZA)
The Judge Advocate General, (DAJA-ZA)
Chief of Chaplains, (DACH-ZA)
Sergeant Major of the Army

Commanders:

U.S. Army Europe and Seventh Army, (AEACG)
Eighth U.S. Army, (EACG)
U.S. Army Forces Command, (AFCG)
U.S. Army Training and Doctrine Command, (ATCG)
U.S. Army Materiel Command, (AMCCG)
U.S. Army Corps of Engineers, (CECG)
U.S. Army Special Operations Command, (AOCG)
U.S. Army Pacific, (APCG)
U.S. Army Intelligence and Security Command, (IACG)
Military Traffic Management Command, (MTCG)
U.S. Army Criminal Investigative Command, (CICG-ZA)
U.S. Army Medical Command, (DASG-ZA)
U.S. Army Military District of Washington, (ANCG)
U.S. Army Network Enterprise Technology Command, (NETC-CG)
U.S. Army Space and Missile Defense Command, (SMDC-ZA)
U.S. Army South, (SOCG)
U.S. Army Network Enterprise Technology Command, (NETC-CG)
Superintendent
U.S. Army Military Academy, (MASP)

DISTRIBUTION: (CONT)

Regional Chief Information Officers:

Northeast

Southeast

Northwest

Southwest

Medical Command

National Guard

Korea

Army Reserves

Pacific

Europe

Community and Family Support Center

Corps of Engineers

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